STANDARD SAMPLE SIZE METHOD SAMPLING WORKSHEET

This method of Verification is required by all school sponsors if alternate criteria are not met. For more information, regarding procedures for conducting Verification, refer to Part 8 in the *Eligibility Manual for School Meals* which may be downloaded by going to: http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/EligibilityManual.pdf.

This worksheet (or an equivalent form) **must** be completed and kept on file for audit purposes.

REQUIRED SAMPLE SIZE

Number of approved applications on file on **October 1**: (Sample size should be based on the total approved applications on file on October 1 – excluding direct certification letters, and homeless/runaway determinations.)

_____

X_____.03

=_____ or 3,000 applications, whichever is less.

(Round all Decimals UPWARD)

Once the sample size is determined, randomly select the required number of applications from the Error-prone applications. *Error-prone* refers to those approved applications that listed household income within $100 monthly or $1200 annually of the free or reduced price eligibility guidelines for that household size. Error-prone does NOT include SNAP, TFA, homeless or runaway applications.

If there are not enough error-prone applications to meet the required sample size, districts must randomly select additional applications from *all* applications on hand, *including* SNAP/TFA applications, to fulfill the percentage or number requirement. *Please note that direct certification letters from the Department of Social Services and homeless/runaway certifications are **not** part of the Verification process.*